

NOW HIRING!



After School Coordinator (Full-Time) Elementary School

Communities In Schools is looking for an individual to serve as a positive role model for youth, support the college-going culture and assist youth in attaining and excelling in the areas of academics, attendance and behavior.

POSITION SUMMARY

The CIS After School Coordinator is responsible for implementing the CIS After School Program funded by Michigan Department of Education (21st Century Community Learning Centers) and assures that the program is delivered in accordance with the expectations and requirements of the grant, child care licensing, school district policies and procedures and agreements with the Michigan Department of Education. The position oversees and manages program strategies designed to improve student success in school as measured by proficiency in academics, behavior and school day attendance.

The position manages and supervises youth development workers, enrichment and ancillary community resource providers, interns and volunteers to achieve the program's purpose and individual student goals and objectives, and is responsible for assuring the integration of school day learning objectives and strategies within the after school program.

The CIS After School Coordinator is among the primary representatives of Communities In Schools of Kalamazoo within their building and is responsible for assuring effective relationships with all building stakeholders---principal, teachers, support staff, parents, etc. The CIS After School Coordinator collaborates with other CIS staff, the CIS Site Coordinator, their site team and school staff to ensure students receive appropriate Tier I (school-wide) and Tier II & III (individual student) services. The CIS After School Coordinator provides case management for the students in the CIS After School Program and fulfills all requirements associated with that role.

POSITION QUALIFICATIONS

- Bachelor's degree or equivalent in child development, human services, public administration, education or related area plus a minimum of two years of experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families. Master's degree helpful.
- Valid Michigan driver's license, availability of a vehicle and vehicle insurance.
- Excellent oral and written communication skills, as well as interpersonal skills, to interact effectively with school staff, parents, students, volunteers, service providers and other team members. Ability to establish credibility with school personnel.
- Ability to exercise good judgment, discretion, integrity, and knowledge of organizational policies and procedures and to effectively convey such information to others.
- Must possess the necessary education, experience, or acceptable combination of the two to meet the School-age Program Director qualifications as defined in by the Licensing Rules for Child Care Centers of the State of Michigan Department of Human Services Office of Children and Adult Licensing (R 400.5302) or the capacity and willingness to meet this qualification within one year.
- Supervisory and/or management experience highly desirable.
- Appreciation and embracement of diversity and inclusiveness.

If you are all in for kids and would like to be considered for an interview, please submit your cover letter and resume to Colleen Loc, HR Manager, cloc@ciskalamazoo.org.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.